

**ENGINEERING AND RELATED SERVICES
APRIL 1, 2011**

**CONTRACT NO. 4400001465
RETAINER CONTRACT FOR INTELLIGENT TRANSPORTATION SYSTEMS
(ITS) TRAFFIC-INCIDENT MANAGEMENT (TIM) PROGRAM
TRANSPORTATION MANAGEMENT CENTERS (TMCs) OPERATIONS
STAFFING SUPPORT AND SYSTEMS ENGINEERING (SE)
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant will be selected for this Contract.

Project Manager – Stephen Glascock

All inquiries concerning this advertisement should be sent in writing to Debbie.Guest@LA.gov.

BACKGROUND

The Louisiana Department of Transportation and Development (DOTD) Intelligent Transportation System (ITS System) supports a wide range of ITS technical capabilities and programs, which provides the necessary tools to assist Districts, the ITS Section, and Operations Division in meeting the Department's Strategic Plan. The ITS System includes software, resources, and standard operating procedures necessary to facilitate real-time Active Traffic Management (ATM), Traffic-Incident Management (TIM) and effective dissemination of real-time traveler information. The goals of using the ITS system are to maximize roadway throughput and efficiency, minimize the impact of roadway incidents, assist incident and emergency response agencies and personnel, manage recurring and non-recurring traffic demand and congestion, and create and maintain public confidence through the use of technology and integration of operations functions. Among the operations functions supported by the ITS System are:

- Dynamic Message Sign Operation
- Traffic Surveillance and Monitoring
- Highway Advisory Radio
- Ramp Metering
- Congestion/Demand Management
- Traffic Data Collection and Management
- Special Events/Emergency Management
- Traffic Signal System Operations

- Traffic-Incident Management
- Advanced Traveler Information
- ITS Equipment Maintenance Management and Notification
- Database and Information Management

PROJECT DESCRIPTION

The Consultant shall provide technical TMC operations staffing and ITS Systems Engineering (SE) support necessary to appropriately operate the Statewide ITS system in various TMC's located throughout the state as specified. This technical operations and engineering function shall be performed in accordance with all applicable regional and statewide ITS architectures, engineering standards and directives, and federal rules governing ITS and Systems Engineering. Limits of the proposed contract shall be statewide and include the following TMC's facilitated by DOTD, where technical operations staffing may be required as part of this scope of services, include:

DOTD Statewide TMC: DOTD Headquarters Annex Building – Baton Rouge

DOTD Regional TMC's:

- Lafayette Regional TMC (District 03) (Future)
- New Orleans Regional TMC (Districts 02, 62)
- Shreveport/Bossier Regional TMC (District 04)

DOTD Local TMC's:

- Alexandria – District 08 (Future)
- Houma – District 02
- Lake Charles – District 07 (Future)
- Monroe – District 05 (Future)

SCOPE OF SERVICES

The selected Consultant shall perform statewide Systems Engineering, TMC Operations and related services for the Intelligent Transportation Systems (ITS) Program. The consultant shall be required to execute a Purchase Order (PO) for each designation project which will specify the scope of services, contract time and compensation. Each PO will become part of the Retainer Contract.

SYSTEMS ENGINEERING (SE) ANALYSIS AND DOCUMENTATION

The Consultant shall be required to develop/or make any updates and/or modifications to the statewide and/or regional architectures when necessary and develop project-level architectures and/or perform SE analyses and documentation to support ITS operations as directed by the Project Manager. All work generated under this project shall fully comply with the requirements of 23 CFR Part 940, which addresses SE requirements for ITS projects that are funded with federal transportation monies.

TMC OPERATIONS STAFFING SUPPORT

PERFORMANCE, LOCATION, AND HOURS OF OPERATION

The Consultant shall be expected to physically position staff within the Statewide, Regional and/or Local TMC's during specified times of operation as directed by the Project Manager. The Consultant shall ensure that the functions defined in approved Standard Operating Procedures for TMCs and other applicable system design documents are satisfactorily executed.

DOCUMENTATION AND RECORD-KEEPING

The Consultant shall be responsible for the update and configuration management of applicable systems documentation for the TMC's. The Consultant shall ensure that documentation is current with respect to the system functionality and configuration. The Consultant is required to demonstrate during project progress reviews that all updates have been completed in accordance with applicable SE requirements of this contract. Among the documentation to be developed and/or maintained by the Consultant shall include:

- Project Management Plan
- TMC Standard Operating Procedures (SOP's) Manual(s)
- TMC Concepts of Operations, including operational scenarios for emergency management
- ITS system requirements documentation, include requirements traceability matrices
- ITS system design documentation
- System testing plans, scenarios, cross reference of requirements to system test scenarios, and other documents required as part of verification and validation
- System configuration management library
- Inventory of ITS assets
- Software user documentation
- Systems Administrator Manual including system hardware and software configurations, system functions, file structures, database functions, and system maintenance processes and monitoring
- System training materials including operations training, software training, and hardware maintenance training

TRAINING

The Consultant shall provide trained operations staff within the specified TMC's to appropriately support the operations and management of the ITS System. Operators and Operations Supervisory personnel shall be adequately trained by the Consultant as necessary in the application of TMC Standard Operating

Procedures (SOP's), industry-standard TMC and TIM practices, and the effective use of applicable software and automation systems for transportation operations.

The Consultant shall develop a Structured Training Program (STP) for the TMC operations staff to be reviewed and approved by DOTD. This training program shall include formal instruction in all applicable SOP's, guidelines, rules, and software for an effectively managed ITS System. DOTD will provide the Standard Operating Procedures Manual and other applicable materials that will be the basis for conducting ITS System operations in all TMC's.

TRAFFIC-INCIDENT MANAGEMENT (TIM) PROGRAM SUPPORT

The Consultant shall provide technical assistance to the ITS Section in supporting the Statewide TIM Program. The TIM Program consists of projects and initiatives coordinated by DOTD to promote effective TIM within Louisiana. Such projects/initiatives include but not limited to:

1. Regional TIM Team Meetings
2. Instant and Heavy Duty Tow Incentive Programs
3. TIM Cooperative Agreements and Memoranda of Understanding among DOTD and various public safety agencies.
4. TIM for Planned Special Events
5. TIM for Emergency Operations, including Contraflow

The Consultant shall provide this support to the ITS Section as needed and defined within a specified scope of services for this effort.

ITEMS TO BE PROVIDED BY DOTD

DOTD will provide an appropriate work area for operations staff in the TMC's. DOTD will also provide the appropriate on-site materials (e.g., printers, paper, desktop PC's, etc.) to the operations staff necessary to provide the specified reporting and administrative functions of this contract.

DOTD will also provide the following existing information, if applicable:

- Existing systems documentation
- Intelligent Transportation Systems (ITS) Traffic Management Center, Standard Operating Procedures
- ATMS Concept of Operations including operational scenarios for emergency management
- ATMS Requirements Document include requirements traceability matrix
- ATMS Design document including the Database definition, specification of information flows, specification of performance requirements
- System Test plans, scenarios, cross reference of requirements to system test scenarios, and other documents requires as part of verification and validation
- Configuration management library

- Inventory of ATMS assets
- Software User Documentation
- Systems Administrator Manual including system hardware and software configurations, system functions, file structures, database functions, and system maintenance processes and monitoring
- System training materials including operations training, software training, and hardware maintenance training
- Statewide and Regional ITS Architectures

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO shall be based on negotiated work-hours using DOTD established billable rates for the actual work performed on the Task Order.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$15,000,000** ~~6,000,000~~. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **six three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principle or a responsible member of the Prime-Consultant must be a Professional **Civil or Electrical** Engineer registered in the State of Louisiana **with a minimum of five years experience in responsible charge of civil or electrical engineering projects. and certified Professional Traffic Operations Engineer (P.T.O.E.).**
3. In addition to the above, the Prime Consultant shall employ on a full-time basis a minimum of one (1) Transportation Planner with at least five (5) years experience in Incident Management.
4. The Prime Consultant must also employ on a full-time basis:
 - a) One Professional Engineer with a minimum of four (4) years experience in performing systems engineering analyses specifically for ITS.
 - b) One Professional Engineer with a minimum of four (4) years experience in design of ITS systems.

- c) One ITS Operations Supervisor with a minimum of five (5) years experience in first-line supervision and training of Traffic Management Center (TMC) or an Integrated Command and Control Center (IC³) personnel and systems.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3; ***
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
5. Consultant's current work load, weighting factor of 5; *
6. Location where the work will be performed, weighting factor of 4. *

*All respondents will receive a 4 for this category.

**The ITS Design (IT) performance rating will be used for this project.

***All respondents will receive no less than a 2 for this category.

Complexity level (**complex**)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie Guest – Ex officio
2. Stephen Glascock – Project Manager
3. Elizabeth Delaney
4. Steve Strength
5. Pam Dixon

6. Erik Smith

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped "original"**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with **Contract No. 4400001465**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, April 26 ~~19~~, 2011**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Ms. Debra L. Guest, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**

Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.